



ADMINISTRATIVE ASSISTANT SENIOR JOB DESCRIPTION

Job Title: **Administrative Assistant Senior**

Job Code: **OB111**

Pay Grade: **20**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **October 2007**

NATURE OF WORK

Under limited supervision, provides complex and confidential clerical support to a County Director, Administrator, and/or other management personnel; assists in coordinating the administrative operations for area of assignment; and supervises assigned personnel.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Serves as an assistant to the departmental Director/Administrator and provides related administrative support; assists in coordinating the day-to-day operations of the Department.
- Answers, screens, and directs incoming calls; responds to public inquiries regarding departmental services, programs, and policies; receives and processes public disclosure requests.
- Maintains the Director's and/or other departmental calendars; schedules and coordinates meetings, appointments, and other functions.
- Prepares, maintains, and distributes correspondence, agendas, meeting minutes, resolutions, contracts, reports, forms, and/or other types of departmental documentation.
- Assists management personnel and/or other County staff with the development of contracts; coordinates the review, processing, and tracking of various contracts.
- Provides assistance in researching, preparing, and monitoring the departmental budget; performs budget coding; processes billing; reviews and authorizes the payment of invoices.
- Receives and receipts monies; reconciles cash drawers against reported income; submits monthly reports to the Fiscal Division.
- Coordinates departmental human resources functions including recruiting, employee orientation, and staff training; maintains personnel and medical records; updates personnel policies and procedures.
- Receives, processes, and distributes departmental mail; performs data entry and other general clerical duties as required.
- Monitors and maintains office supply inventories; orders supplies as assigned; coordinates the maintenance of office facilities and equipment.
- Supervises, trains, and evaluates the performance of assigned personnel; monitors for staff compliance with departmental policies and procedures.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves sitting for extended periods of time, standing, walking, bending, reaching, and lifting of objects up to 35 pounds.

DISTINGUISHING CHARACTERISTICS:

This is the senior level in the Administrative Assistant series. This class differs from the Administrative Assistant by the nature of tasks assigned, the performance of more complex duties, and by the level of independence granted.

EMPLOYMENT STANDARDS:

Associate's Degree in Business Administration or a closely related field; AND four (4) years' experience as an administrative assistant, including one (1) year supervisory experience.

A Notary Public License and a valid Driver's License are required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Departmental operations relative to area of assignment.
- General office practices and equipment.
- Standard computer software applications.
- General accounting and bookkeeping principles.
- Supervisory principles, practices, and methods.

Skills in:

- Coordinating and performing a variety of highly skilled administrative support functions.
- Preparing correspondence, reports, agendas, minutes, contracts, and other documentation.
- Assisting with budget administration, processing invoices, and performing general accounting duties.
- Establishing and maintaining effective working relationships with staff, County departments, outside agencies, vendors, and the general public.
- Communicating effectively verbally and in writing.
- Supervising, leading, and delegating tasks and authority.